

### Course Information: MAT 0022C – Developmental Math Combined

| **CRN:** **Location:** ONLINE**Class Meetings:** ONLINE**Lab Meetings:** Approximately 50 minutes weekly completing the lab assignments |
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### Contact Information:

| **Professor:** | Mr. Jonathan LaManna |
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| **College General Phone Number** | (407) – 299 – 5000  |
| **College Website** | [www.valenciacollege.edu](http://www.valenciacollege.edu)  |
| **Department Phone Numbers** | (407) – 582 – 3506  |
| **Instructor’s E-mail** | Jlamanna2@valenciacollege.edu |

**Office Hours:**

| **Days** | **Times** | **Location** |
| --- | --- | --- |
| **T, R** | By appointment | Online, via email |

### Course Objective & Description:

***The Downtown Campus is a partnership between Valencia College and UCF. Some courses you take here may be cross-listed, meaning that the course is open for enrollment to students of both institutions. As a result, policies, resources, and materials may differ from courses taught at other Valencia or UCF campuses. This is a cross-listed Downtown Campus course.***

**Course Description:** This developmental math course is designed to prepare students for MAT 1033C Intermediate Algebra. Topics include sets, computations with decimals, percents, integers, operations with rational and polynomial expressions, solving linear equations and simplifying expressions, geometric plane figures, and applications, graphing ordered pairs and lines and determining the intercepts of lines. A minimum final course grade of C is required for successful completion of this course. This course does not apply toward mathematics requirements in general education or toward any associate degree.

**Prerequisites:** NONE **Credits:** 4

**Valencia Core Competencies:**

This course seeks to reinforce the following Valencia Student Competencies:

* **Think** clearly, critically, and creatively by analyzing, synthesizing, integrating, and evaluating symbolic works and truth claims.
* Reflect on your own and others’ **values** from individual, cultural, and global perspectives.
* **Communicate** by reading, listening, writing, and speaking effectively.
* **Act** purposefully, reflectively, and responsibly by implementing effective problem solving and decision-making strategies.

**Valencia Developmental Math Combined Competencies:**

Valencia College students are expected to possess and demonstrate the following competencies:

* Operations with Rational and Polynomial Expressions
* Linear Equations with Application
* Introduction to graphing linear equations
* Geometry
* Sets
* Radicals
* Unit Conversion
* Operations with Fractions/Decimals
* Long Division/Multiplication Facts
* Simplifying algebraic expressions and order of operations

### Required Materials:

**1) MyMathLab software access code:** You must purchase a MyMathLab student access kit from the Campus Store ([Campus Store](https://ucf-vc.bncollege.com/shop/ucf-valencia/home)) or online at [My Math Lab](http://www.mymathlab.com/). Students can be granted access to the software without paying for a period of 14 days. After the 14 day grace period, access will be blocked until the student enters a valid access code.

**2) MAT 0022C Notebook or Binder**

**3) Basic calculator:** A basic calculator will be permitted for all homework assignments, quizzes, and exams.

**Additional Resources:**

*Prealgebra & Introductory Algebra*, Martin-Gay, 5th edition. Please note that you have access to the entire book through MyMathLab in the multimedia section. This is included in the cost of MyMathLab software.

### Class policies:

**Attendance:** You are expected to attend every class meeting unless illness or emergency makes it impossible for you to do so. Proof of the existence of extenuating circumstances may be required to make up missed assignments – and make up is not guaranteed. You are responsible for any information and assignments that are given during class, whether or not you are present. You are expected to be in class on time, and to remain in class for the entire period. **If you are experiencing difficulties that interrupt your ability to attend class regularly, please speak with your instructor right away to discuss your best options.**

**Illness Statement:**
“If you are unable to participate in the course due to illness, family emergency, etc., please communicate with me as soon as possible in order to create a plan to complete any missed assignments so that your learning can progress in your course. In the case of a prolonged online absence, please communicate with me as soon as possible in order to create a plan for the best course of action.

**Resources:** Do not hesitate to contact your instructor or meet with your instructor during scheduled office hours. You can call or e-mail your instructor. Do not hesitate to utilize the free online tutoring for extra help. Also, consider forming study groups or finding a study buddy. Working with classmates can foster learning and understanding of the material as well as help you throughout the semester.

**Conduct:** Students are expected to abide by Valencia’s code of conduct. This includes being respectful of your instructor and fellow classmates. This means that students should be attentive and actively engaged during class time, not be disruptive, and keep cell phones turned off/silent. Actively learning includes taking effective notes, asking pertinent questions, and positively contributing to the learning environment. Your attitude towards learning can make a difference in your success. Stay positive and work for positive outcomes!

If your actions during class sessions are deemed by your instructor to be disruptive, you may be removed from the session. If you are asked to leave class, you **may** be permitted to return to future class meetings after consultation with your instructor outside of class. You may also be required to arrange a conference with another college official before attending the class again.

For more information about Valencia’s Student Code of Conduct, visit [Code of Conduct](http://catalog.valenciacollege.edu/academicpoliciesprocedures/studentcodeofconduct/).

Students may record video and/or audio of class lectures for their personal use. Recordings may be a useful tool to support your learning and provide a resource for review. It is important to be respectful of your peers’ rights to privacy; with that in mind, please refrain from recording your peers during lectures. You may not record class discussions, student presentations, labs, group work, and private conversations. Further, you may not publish or share recordings without my written consent, nor may you provide recordings to classmates as a substitution for class participation and attendance. If necessary, I will handle violations of this section through the College’s Student Code of Conduct.

**Tips for Success:** You get out of the course what you put into the course. Be mindful not to underestimate the time you need in this course to be successful. Your time and hard work will pay off! Your instructor wants you to be successful. Remember that grades are *earned*. You can do it so don’t quit. You have a lot of support at Valencia to help you learn and succeed in this course.

**Academic Honesty:** Plagiarism or cheating of any form will not be tolerated. Consequences include a grade of zero on the assignment, a course grade of F and referral to Student Affairs for violation of the College Policy regarding Academic Honesty. Cheating is defined by any behavior that can be construed as cheating such as blatant cheating, looking at somebody’s paper, talking or whispering during a test, copying other student’s work (including all take-home activities, examinations, and/or homework assignments), use of a cellular phone or other electronic device without prior permission, suspicious behavior, or failing to follow appropriate procedures for taking a test as prescribed by the instructor.

Academic Honesty Policy Website Link: [Academic Integrity](https://valenciacollege.edu/students/disputes/academic-integrity.php)

### Withdrawal Policy:

## Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who does not attend class during the first week of class will be dropped from the course by the instructor.

* Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the withdrawal deadline will receive a grade of “W.”
	+ **Important Dates and Deadlines, including withdrawal dates, may be found here:** <https://valenciacollege.edu/academics/calendar/>
* A student is not permitted to withdraw after the withdrawal deadline.
* **Important Note**: The professor CANNOT withdraw a student after the deadline on the Downtown Campus.

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### Grading Policy:

| **Requirements** | **Percent Weight** |
| --- | --- |
| In-class chapter exams  | 50% |
| Attendance, Lab, Homework & Mastery Quizzes  | 30% |
| Comprehensive Final Exam | 20% |
| **TOTAL for the course:** | **100%** |

**Exams - Basic calculator permitted:**

You will have several examinations throughout this course. They may be a combination of short answers and multiple choice. Partial credit is given solely at your instructor’s discretion. The best way to prepare for exams is to do the homework assigned by your instructor.

**Lab Component - Basic calculator permitted:**

To maximize your learning experience, this class has a required lab component. A minimum of **50** **minutes** is required to be spent on supplementary lab assignments each week.

**Final Exam - Basic 4-function calculator permitted.**

The final exam in this course is mandatory and can be taken only once. The final exam will cover all course content. These exam grades cannot be replaced or dropped.

**Grading Scale (Strictly Enforced):**

| **Percentage Scale** | **Course Grade** |
| --- | --- |
| 90.0% or higher | **A** |
| 80.0% – 89.9% | **B** |
| 70.0% – 79.9%  | **C** |
| 60.0% - 69.9% | **D** |
| Below 60.0% | **F** |

**Notes:** All exam/quiz grades are rounded to the nearest whole number and final course grades are rounded to the nearest tenth of a percent.Students receive the grade they earn based on the course requirements and percentage grade earned.

### Other Policies & Information:

**Make-Up Policy:** There are no make-up examinations or late work accepted unless you are absent due to a legitimate reason approved by the instructor or a valid emergency circumstance such as an illness or death in the family. All make-up examinations/work should be completed immediately upon your return. If you are absent without excuse or do not provide notice within a reasonable amount of time, you will receive a zero for any missed tests, quizzes, or assignments. Please communicate with your instructor as soon as possible regarding any significant life events that impact your participation in this course.

**Calculator Policy:** Students are permitted the use of a basic 4-function calculator only. The use of a cell phone as a calculator is not permitted. You will need to purchase a basic 4-function calculator if you want to use one for this course. **Calculators are available for loan (on a first come – first served basis) if you need one. Please contact your instructor for more information.**

**Computer Use & Communication Policy:** This course relies on the use of technology to aid in your learning. Computers are available for loan (on a first come – first served basis) if you do not own one. Visit [Laptop Borrowing](http://www.valenciacollege.edu/laptop) for more information. You are expected to check Canvas and your e-mail regularly to ensure that you have the most current information. The instructor will only correspond with you through your atlas e-mail and Canvas and may send updates, announcements, changes, etc. All e-mail correspondence must originate from your Valencia account or Canvas. Grades are discussed virtually or through your atlas e-mail/Canvas inbox. All e-mail by students and the instructor should be respectful and professional. Students should identify their name and class details.

**Valencia/UCF ID card:** Your Downtown Campus student ID card can be obtained at the UCF Card Services Center. Student IDs can be used for library access, testing purposes, and discounts in the community.

**Special Accommodations:** Students with disabilities who qualify for academic accommodations must provide a notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities.

Location: Downtown Campus SSB, Rm. 210

Policy Website Link:[Office for Students with Disabilities (OSD)](http://valenciacollege.edu/osd/)

**Student Resource for Assistance:** Valencia College is interested in making sure all students have a rewarding and successful college experience.  Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management, relationships, or any other problems associated with school, home or work.  BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free virtual counseling is also available. **Please contact your counselor as a first resource if possible!**

### Learning Support Services (LSS)

### DPAC 330 (407) 235-3725 <https://valenciacollege.edu/students/learning-support/downtown/tutoringcenter.php>

### Tutoring Drop-in tutoring is available in the LSC for a variety of courses/subjects. The tutoring schedule is easily accessible via the LSC website.

### Additionally, the LSC can assist students who are reviewing for math section of PERT and AAF. Students should identify a few specific questions or practice problems from the sample tests and/or review materials that they would like to focus on with an LSC Tutor.

### The LSC also partners with UCF's Student Academic Resource Center (SARC) to provide limited in-person tutoring for select upper division courses. These tutoring sessions are also on a drop-in basis for select Digital Media and Legal Studies courses. The downtown SARC tutoring schedule is easily accessible via the LSC website.

### Equipment Rentals

### With a valid Valencia College/UCF student ID, downtown campus students can check out the following items for 4 hours at a time: • Laptop • Logitech webcam • iPad and Apple Pencil • Wacom (writing) tablet • TI-84C Graphing Calculator • Scientific Calculator • Headphones • Select Textbooks

**Open Study Space**

The LSC is located within the beautiful glass bridge of the DPAC building, so large windows line the center. This creates an inviting, open space that is perfect for studying. In addition to the open study space in the main LSC area, there are 4 study rooms available for students to check out for up to 2 hours at a time. Each study room is equipped with a large dry erase board and a TV monitor that students can easily connect their devices to.

### Writing Center (WC) DPAC 330K (407) 235-3730 <https://valenciacollege.edu/students/learning-support/downtown/writingcenter.php>

The Writing Center (WC) at the Downtown campus offers free 30-minute writing consultations on an appointment basis for students who need assistance with various types of writing. These consultations are one-on-one to allow for a personalized, interactive, and engaging experience. Students should come to the appointment with their writing assignment, assignment description/rubric, sources, and any other relevant course materials to ensure they get the most out of their sessions.

Additionally, the WC can assist students who are reviewing for the reading and writing section of PERT. Students should identify a few specific questions or practice problems from the sample tests and/or review materials that they would like to work on with the consultant in advance.

Students are permitted to book up to 3 (non-consecutive) appointments per week, which allows them to be able to connect with a writing consultant throughout their writing process. All appointments can be managed through the website. Cancellations and rescheduling of appointments are permitted as long as it is completed at least 2 hours prior to the appointment time.

**Distance Tutoring (DT)**

In addition to all of the services already shared, there is Distance Tutoring available 7 days a week. Staffed by Valencia College tutors college-wide so support is available for the majority of the lower division courses and writing assistance.

All DTC students—inclusive of UCF Downtown students—can view the schedule and access DT via valenciacollege.edu/tutoring.

**Downtown Campus Points of Contact**

Ning Christopher, Learning Support Services Manager

schristopher6@valenciacollege.edu

 (407) 582-1120

Amanda Forth, LSC Lab Supervisor

adagiau@valenciacollege.edu

 (407) 582-5294